



**INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-2884**

March 12, 2001

INSPECTOR GENERAL GUIDE 5106.1

ORGANIZATION AND FUNCTIONS GUIDE

FOREWORD

This Guide provides an overview of the organization and functions of the major organizational components of the Office of the Inspector General, Department of Defense (OIG, DoD). Information on the authorities and responsibilities of the organization is provided in the OIG, DoD Charter (DoD Directive 5106.1, "Inspector General of the Department of Defense," January 4, 2001).

Following the overview are chapters addressing each major organizational component and its functions:

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| Chapter 1. | Overview |
| Chapter 2. | Inspector General |
| Chapter 3. | Deputy Inspector General |
| Chapter 4. | Assistant Inspector General for Auditing |
| Chapter 5. | Assistant Inspector General for Investigations/
Director, Defense Criminal Investigative Service |
| Chapter 6. | Director for Administration and Information Management |
| Chapter 7. | Director for Departmental Inquiries |
| Chapter 8. | Director for Intelligence Review |

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Paragraph 1.4. delineates procedures for changes to this Guide. Forward all such changes through appropriate channels to the Office of the Director, Administration and Information Management, ATTN: Administrative Services Division, Room 402, 400 Army Navy Drive, Arlington, Virginia 22202-4704.

FOR THE INSPECTOR GENERAL:



Joel L. Leson
Director
Office of Administration
and Information Management

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CHAPTER 1 OVERVIEW

1.1. Purpose. This Guide contains the current organization and functions of the OIG, DoD.

1.2. Cancellation. This Guide cancels IGDG 5106.1, *Organization and Functions Guide*, January 10, 1994.

1.3. Background

a. The Fiscal Year 1983 Defense Authorization Bill, which amended the Inspector General Act of 1978, established a statutory Inspector General, DoD (hereafter referred to as the Inspector General), with the same independence as all other Federal statutory Inspectors General.

b. The Inspector General, a civilian appointed by the President with the advice and consent of the Senate, serves as the head of the OIG, DoD--an organization comprised of auditors, investigators, and support personnel.

c. The organizational components of the OIG, DoD, are established by the Inspector General within the resources assigned by the Secretary of Defense or by statute.

1.4. Mission. The statutory mission of the OIG, DoD, is embodied in the Inspector General Act of 1978, as amended. The mission is further delineated in DoD Directive 5106.1, "Inspector General of the Department of Defense," January 4, 2001.

1.5. Publication Propriety and Procedures for Change

a. The Director for Administration and Information Management (OA&IM) has the proponent responsibility for the preparation, coordination, and publication of this Guide and its changes.

b. The OIG components are responsible for ensuring that their mission and functions are accurately described.

c. Requests for changes will be submitted to the OA&IM with justification to support the change.

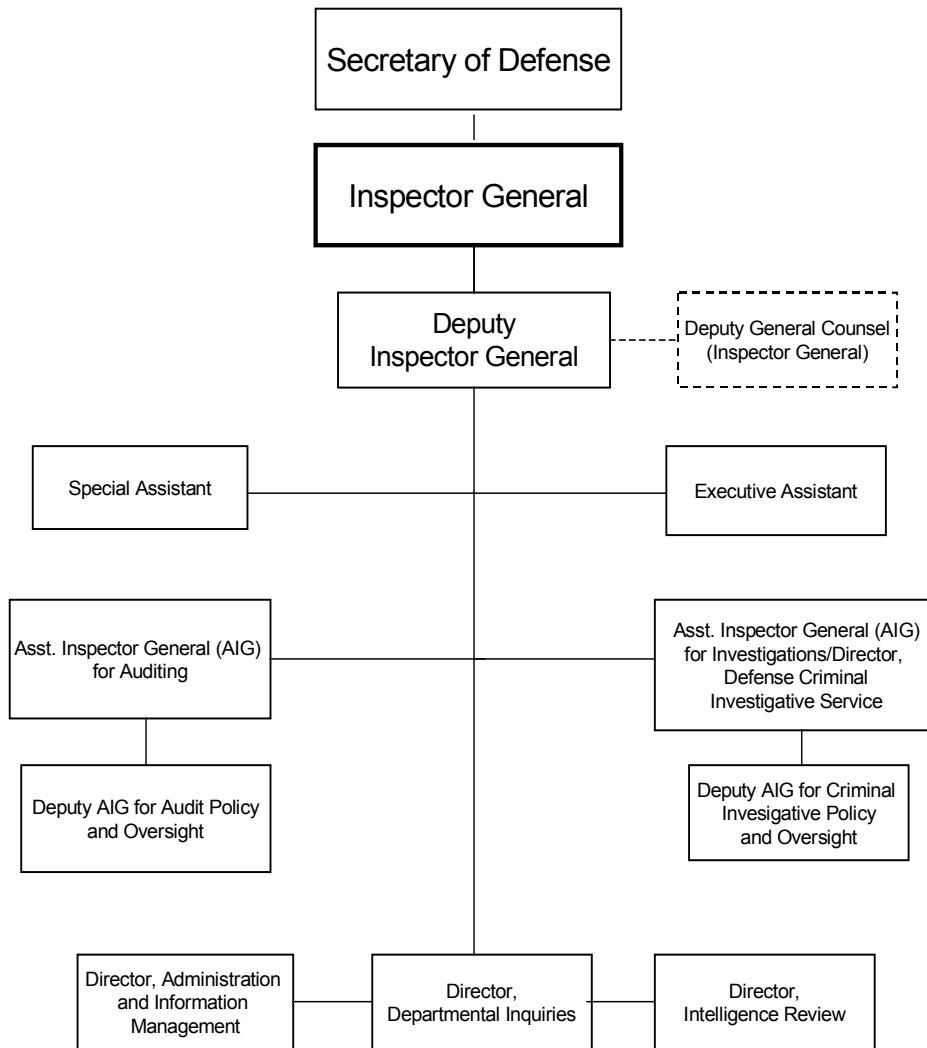
d. Organizational and functional changes will not be made unless first approved by the Inspector General or the Deputy Inspector General.

e. Processing of organizational or functional change requests will conform to the requirements of the organization and position management policies of the OIG, DoD.

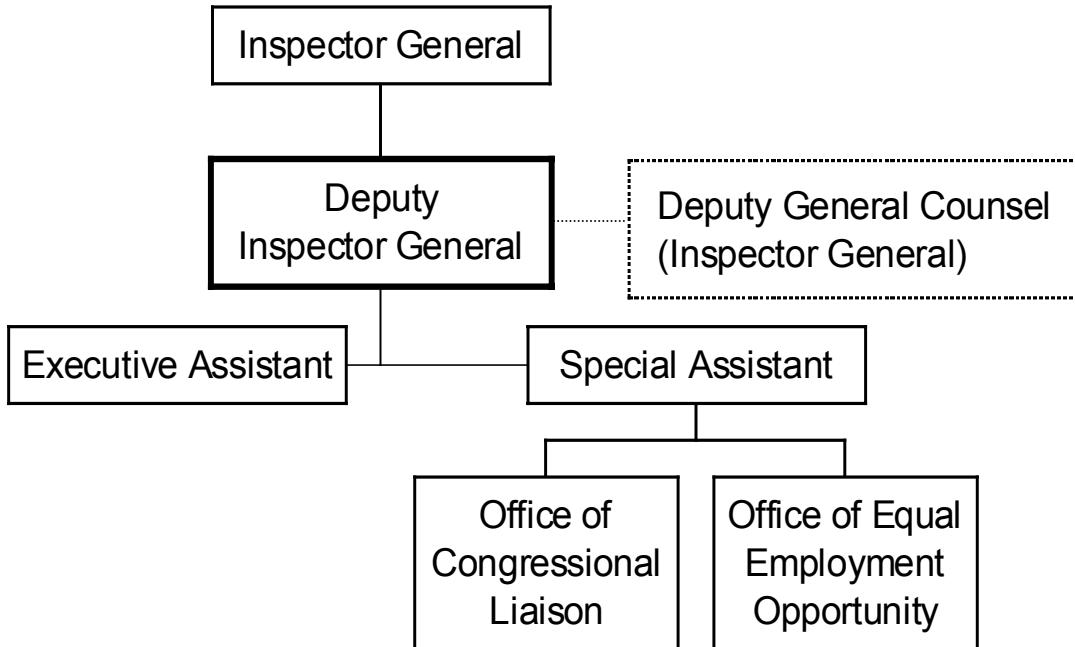
CHAPTER 2 THE INSPECTOR GENERAL

2.1. Organization

a. The Inspector General organization is shown below:



- b. The Office of the Inspector General (OIG) is structured as follows:



2.2. Mission

- a. Conducts, supervises, monitors, and initiates audits, investigations, and evaluations of DoD programs and operations.
- b. Provides leadership and coordination and recommends policies for those activities whose mission is to promote economy, efficiency, and effectiveness, and to detect and prevent fraud, waste, and abuse in the Department's programs and operations.
- c. Keeps the Secretary of Defense and the Congress fully and currently informed about problems and deficiencies in the administration of such programs and operations and recommends corrective measures.

2.3. Functions. The Inspector General may delegate functions in writing, except as otherwise indicated or as provided by law or regulation:

- a. Advises the Secretary of Defense on audit and criminal investigative matters covered by the Inspector General Act of 1978 and on the prevention and detection of fraud, waste, and abuse in the programs and operations of the DoD.
- b. Investigates fraud, waste, and abuse uncovered as a result of contract and internal audits and evaluations. Also investigates fraud, waste, and abuse uncovered by other means.
- c. Develops policy, monitors and evaluates criminal investigative program performance, and provides guidance to DoD activities on criminal investigative matters.
- d. Provides policy direction for DoD audits and investigations on program results, financial status, economy and efficiency, compliance with laws and regulations, and evaluates the quality of audits performed by state and local government auditors and public accounting firms under the provisions of the Single Audit Act.

e. Establishes guidelines for the use of non-Federal auditors and ensures that their work complies with the auditing standards issued by the Comptroller General of the United States.

f. Monitors and evaluates DoD auditors' adherence to internal audit, contract audit, and internal review principles, policies, and procedures.

g. Develops audit followup policy, evaluates followup performance, and reports to the Secretary of Defense and the Congress on DoD component actions taken in response to General Accounting Office (GAO) reports, DoD contract audits, internal audits, internal reviews, and OIG, DoD, evaluations.

h. Monitors the activities of the internal audit and investigative units of DoD components to avoid duplication and to ensure effective coverage, coordination, and cooperation.

i. Reviews existing and proposed legislation and regulations on DoD programs and operations. Makes recommendations regarding their impact on the economy and efficiency of, or the prevention and detection of fraud, waste, and abuse in, DoD programs and operations.

j. Recommends policies for, conducts, supervises, or coordinates activities performed or financed by the DoD to promote economy and efficiency and to prevent and detect fraud, waste, and abuse.

k. Recommends policies for, conducts, supervises, or coordinates relationships between the DoD and other Federal agencies, state and local Government agencies, and nongovernmental entities on:

(1) The promotion of economy and efficiency in the Department's operations and the prevention and detection of fraud, waste, and abuse in the programs and operations administered or financed by the DoD.

(2) The identification and prosecution of perpetrators of fraud, waste, and abuse cases.

(3) Criminal investigation programs.

l. Receives and investigates, consistent with the Inspector General Act of 1978 and DoD Directive 7050.1, "DoD Hotline," complaints or information on the possible violation of laws, rules, or regulations, mismanagement, gross waste of funds, abuse of authority, or danger to the health and safety of DoD employees.

m. Organizes, directs, and manages the OIG, DoD, organization and its resources.

n. Serves as a member of the President's Council on Integrity and Efficiency (PCIE).

o. Serves as an advisor to the DoD Ethics Council.

p. Encourages coordination and communication between the Inspector General, DoD, the Military Departments and the DoD agencies, as well as other Government agencies and entities affected by Inspector General activities. Speaks at various events to provide information about the role, charter, current operations, and significant events of the OIG, DoD, and other topics of professional interest.

- q. Through access authority, obtains pertinent records, reports, audits, reviews, documents, papers, recommendations, or other material available to the Department and external sources, such as contractors and Federal, state, or local Government agencies.
 - r. Issues subpoenas for information, documents, reports, answers, records, amounts, papers, and other data necessary to perform the functions assigned by the Inspector General Act.
 - s. Evaluates, monitors, and reviews the programs, policies, procedures, and functions of the intelligence community within the DoD, ensuring intelligence resources are properly managed.
 - t. Submits semiannual reports to the Congress through the Secretary of Defense. The reports summarize the initiatives of the Inspector General and DoD components to prevent, detect, and respond to fraud, waste, and mismanagement.
 - u. Reports incidents of apparent violation of criminal law to the Attorney General of the United States.
 - v. Designates OIG, DoD, security-sensitive positions.
 - (1) Authorizes appointments of persons to sensitive positions within the OIG, DoD, for limited periods of time, pending completion of their security clearance.
 - (2) Authorizes the suspension of access to classified information by an OIG, DoD, employee in the interest of national security.
 - w. Authorizes and delegates authority to approve travel and associated costs for OIG, DoD, civilian and military personnel in accordance with public laws and Joint Travel Regulations.
 - x. Authorizes the publication of advertisements, notices, or proposals in newspapers, magazines or other public periodicals for the effective administration and operation of the OIG, DoD.
 - y. Enters into support and service agreements with the DoD components or other Government agencies.
 - z. Authorizes OIG, DoD, personnel to carry firearms.
 - aa. Exercises original security classification authority.
- #### **2.4. Executive Assistant**
- a. **Mission.** Assists the Inspector General in the accomplishment of the OIG, DoD, mission.
 - b. **Functions:**
 - (1) Maintains communication and personal contact with other Office of the Secretary of Defense (OSD) and Military Service activities.
 - (2) Assists in interpreting Inspector General guidance to the OIG components and action level personnel.
 - (3) Tasks the OIG components and staff on required actions.

(4) Ensures that outgoing correspondence for the signature of the Inspector General, the Secretary of Defense, or the Deputy Secretary of Defense is properly prepared and coordinated.

(5) Responds to taskings by the Inspector General and the Deputy Inspector General.

2.5. Special Assistant

a. Assists the Inspector General and the Deputy Inspector General on matters pertaining to the OIG, DoD.

- b. Performs duties as assigned by the Inspector General and Deputy Inspector General.
- c. Supervises the activities of the Office of Congressional Liaison.
- d. Supervises the activities of the Equal Employment Opportunity (EEO) Office.

2.5.1. Congressional Liaison

a. Provides legislative liaison with congressional committees and executive branch legislative affairs staff, arranges meetings with OIG, DoD, staff, and prepares memoranda for the record.

b. Reviews proposed legislation, alerts OIG, DoD, staff to pending legislation of concern to the OIG, DoD, and coordinates OIG, DoD, comments on legislative proposals.

- c. Prepares or coordinates the preparation of material for congressional testimony.
- d. Processes congressional correspondence, tasks OIG, DoD, offices for response, and tracks response status.

2.5.2. EEO Office

a. Implements and administers the EEO Program. Assures implementation of Title VII of the Civil Rights Act of 1964, as amended, and the rules, regulations, and directives, as required by the DoD, the Equal Employment Opportunity Commission and the Office of Personnel Management.

b. Provides advice, guidance and counseling on EEO affirmative action issues to OIG, DoD, managers and employees.

- c. Manages and administers the discrimination complaint system.
- d. Develops and monitors affirmative employment program plans and accomplishment reports.
- e. Manages the special emphasis programs.
- f. Provides technical supervision to EEO counselors.
- g. Provides a full range of EEO training to managers, supervisors, and employees, i.e., how to counter sexual harassment.

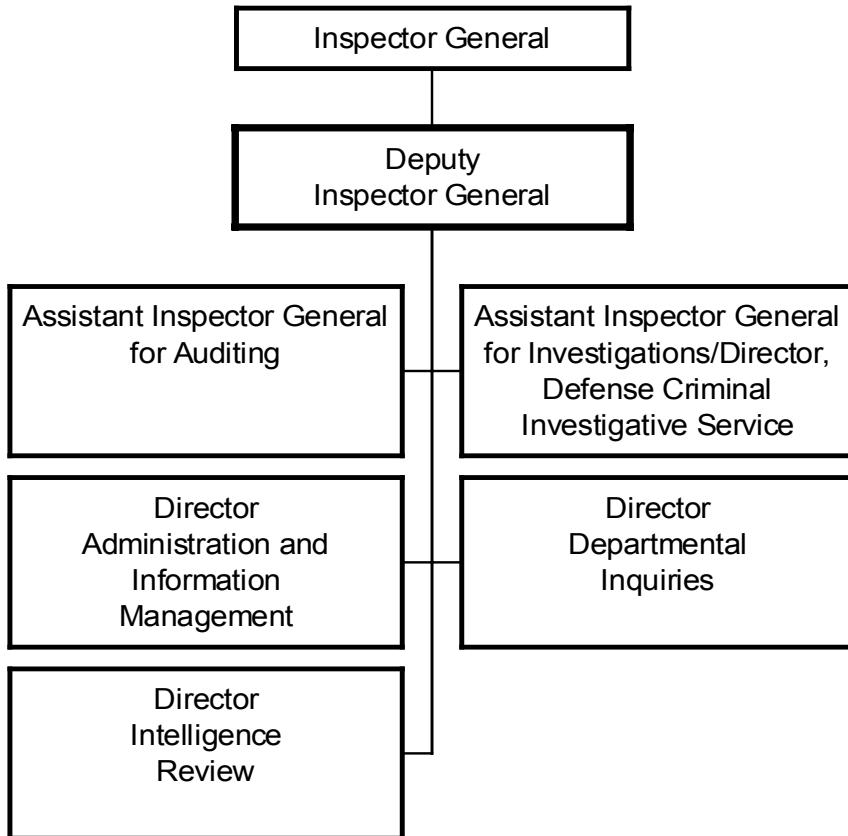
2.6. Deputy General Counsel (Inspector General). In accordance with a Memorandum of Understanding between the Inspector General and the General Counsel of the Department of Defense,

the Deputy General Counsel (Inspector General) and attorneys assigned to that office provide independent and objective legal advice and counsel on all matters that relate to the programs, duties, functions, or responsibilities of the Inspector General.

CHAPTER 3

DEPUTY INSPECTOR GENERAL

3.1. Organization



3.2. Mission. Assists the Inspector General in accomplishing the functions in paragraph 2-3, Chapter 2.

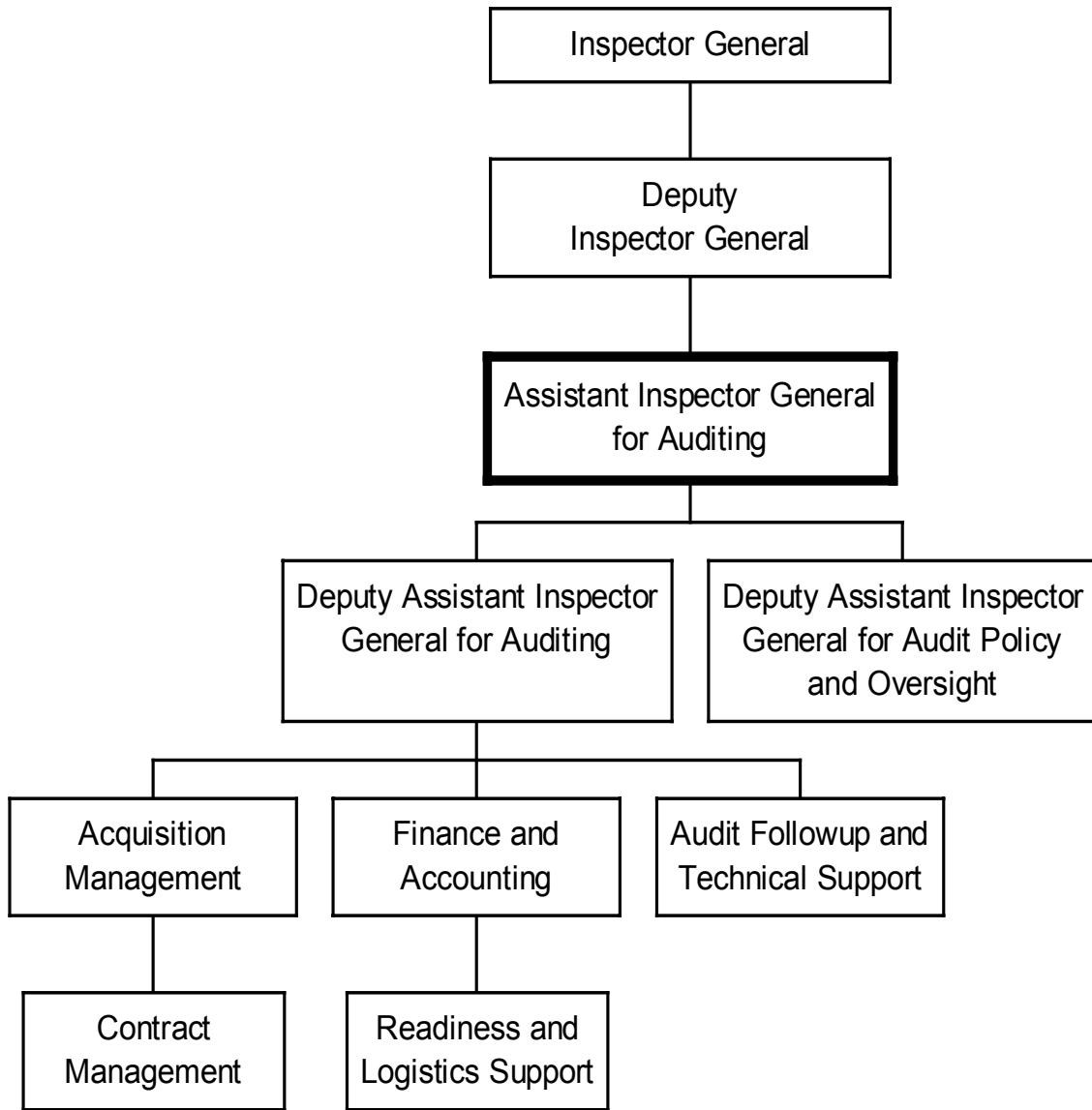
3.3. Functions

- a. Acts for the Inspector General, as required, during the absence of the Inspector General and assists the Inspector General in carrying out the missions and functions of the OIG, DoD.
- b. Conducts periodic review and analysis meetings to evaluate the functions and programs assigned to the OIG components.
- c. Provides day-to-day management supervision of the OIG components.
- d. Represents the Inspector General at departmental meetings, congressional hearings, and other official functions, as directed by the Inspector General.
- e. Serves as the Designated Agency Ethics Official and administers the Ethics and Standards of Conduct Programs for civilian and military personnel within the OIG, DoD.
- f. Supervises the activities of the Director, Administration and Information Management; the Director, Departmental Inquiries; and the Director, Intelligence Review.

CHAPTER 4

ASSISTANT INSPECTOR GENERAL FOR AUDITING

4.1. Organization



4.2. Mission. The Office of the Assistant Inspector General for Auditing performs the primary internal audit functions of the OIG, DoD, within the OSD, the Joint Chiefs of Staff, the Unified Commands, the Military Departments, and the Defense Agencies; advises the Inspector General on policy direction and performance of DoD audit activities; and oversees non-Federal auditors engaged in audits of DoD grants and contracts. Audit coverage may involve matters of special interest to the Secretary of Defense and the Inspector General; allegations of fraud, waste, and mismanagement; DoD Hotline complaints; information on alleged violations of law, rule, or regulation; information on alleged abuse of authority or danger to public health and safety; matters involving economy and efficiency in DoD operations, contracts, and programs; financial audits; and cooperative projects with

other DoD and governmental audit, inspection, and investigative organizations. Also provides liaison for the DoD with the GAO and ensures timely, responsive DoD replies to GAO reports.

4.3. Functions

- a. Initiates, conducts, and supervises financial and performance audits and evaluations of any DoD mission, program, function, system, or operation that the Inspector General considers appropriate, including related DoD and contractor operations.
- b. Coordinates operational internal audit matters between the DoD and other Federal, state, and local Government agencies and nongovernmental entities on the promotion of economy and efficiency in the administration or the prevention and detection of fraud and abuse in DoD programs and operations.
- c. Serves as the principal advisor on audits to the Inspector General and manages activities related to the Federal Audit Executive Committee (FAEC).

4.4. Acquisition Management

- a. Plans and performs audits and evaluations of information system and weapon system acquisition programs, functions, and activities.
- b. Evaluates the acquisition program management of programs classified “Special Access Required.”
- c. Evaluates program management of basic and applied research projects and the operations aspects of research and development activities.
- d. Assesses the operations of test and evaluation facilities, including test ranges and procedures for testing the effectiveness of Defense systems.

4.5. Contract Management

- a. Evaluates the economy, efficiency, and effectiveness with which DoD contracts are awarded, administered, and performed. Reviews focus on source selection, price determination, contract payment, and contractor performance.
- b. Performs audits of contract award and administration functions of the Defense Logistics Agency (including depots and supply centers), contract administration functions of the Defense Contract Management Agency and Service contract award and administration functions.
- c. Performs audits of military construction and housing programs; maintenance, repair, and utilization of real property; and DoD base realignments and closures.
- d. Performs audits of DoD environmental policies, procedures, and programs.
- e. Performs oversight reviews of the Contract Audit Followup activities of DoD.

4.6. Finance and Accounting

- a. Performs audits of the finance and accounting systems, functions, and activities established to carry out DoD fiscal responsibilities. Financial management audits generally include all comptroller-type services and activities related to programming, budgeting, accounting, and reporting.

b. Plans and performs audits required by the Chief Financial Officers Act and related information.

c. Provides audit coverage of the Defense Finance and Accounting Service (DFAS) and its centers. Serves as the focal point and liaison for the military audit services in their dealings with DFAS.

4.7. Readiness and Logistics Support

a. Analyzes the effectiveness and efficiency of the management of the DoD maintenance, transportation, and fuels management programs and the wholesale and retail supply systems.

b. Analyzes the effectiveness and efficiency of the DoD demilitarization, disposal, and reutilization programs.

c. Performs security assistance audits, including audits of Foreign Military Sales (FMS).

d. Plans and performs audits of all health care programs for active duty and retired military personnel, including dependents.

e. Evaluates programs and activities for measuring and maintaining military readiness.

4.8. Audit Followup and Technical Support

a. Assists in formulating and updating the annual audit and evaluation plans. Also coordinates audit plans and subsequent announcement memorandums with GAO and DoD internal audit organizations to ensure effective audit coverage and cooperation and to prevent duplication.

b. Conducts and oversees internal quality assurance reviews to assure that audit work and reports are in compliance with the Government Auditing Standards and internal operating procedures.

c. Monitors the status of audits initiated by DoD Hotline allegations, provides a liaison between audits and investigations, acts as a liaison to provide information for responding to Freedom of Information Act requests, and replies to other requests for secondary distribution of unclassified audit reports.

d. Maintains a quantitative methods function and a technical assessment function and provides technical advice and assistance on statistical sampling; operations research; software, mechanical, and electronics engineering; and contractor pension funds and insurance programs.

e. Tracks the status of GAO surveys and reviews involving the DoD; coordinates DoD actions during GAO projects; coordinates the preparation of DoD replies to GAO reports; ensures the preparation of timely, responsive replies; authorizes release of such replies to the GAO; tracks and monitors the status of all open, in-process GAO reports; and informs the Secretary of Defense and the Inspector General of significant GAO findings, recommendations, and testimony.

f. Mediates disputed audit and evaluation findings and recommendations and follows up on and tracks agreed-upon findings, recommendations, and monetary benefits.

4.9. Deputy Assistant Inspector General for Audit Policy and Oversight

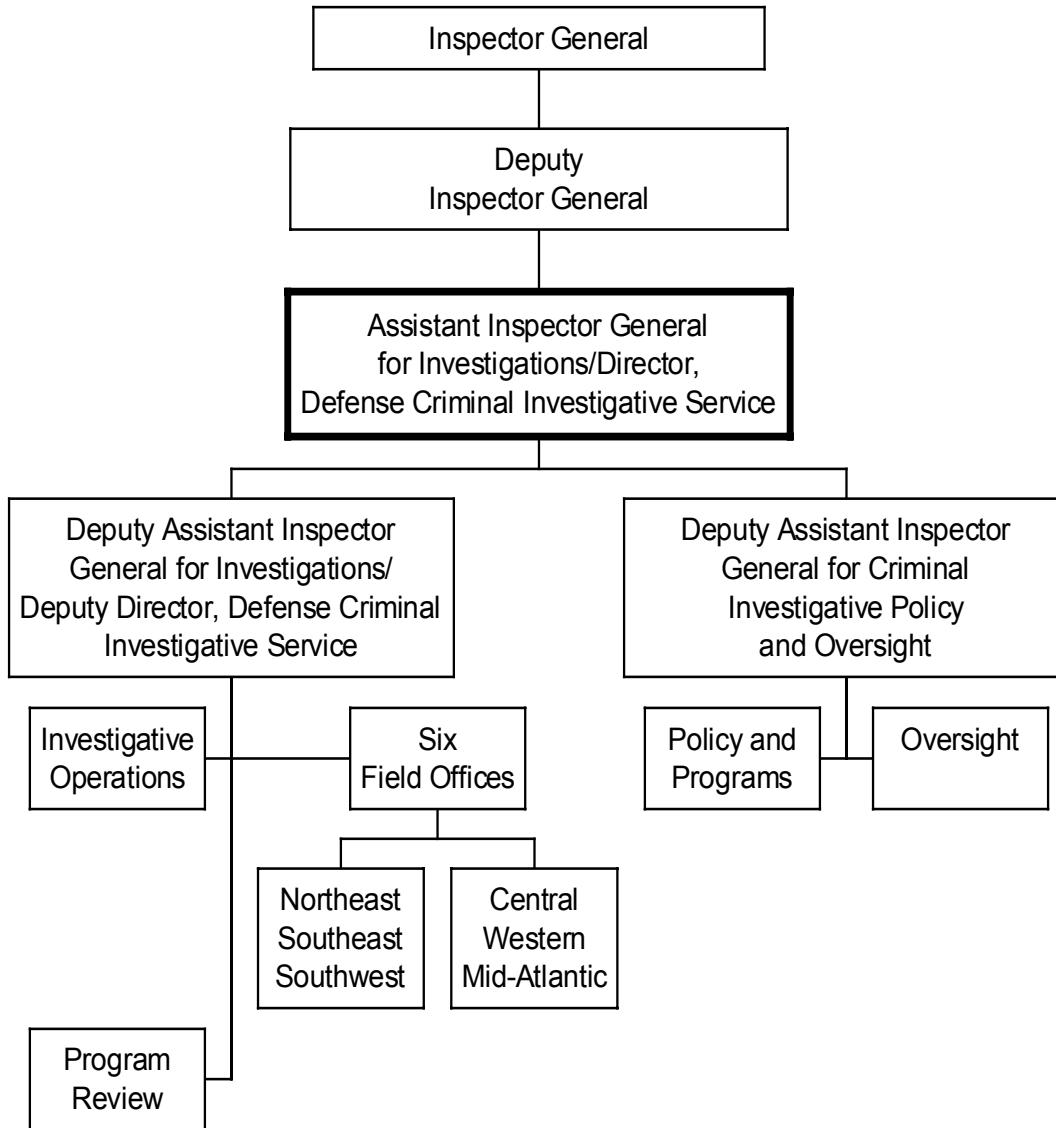
a. Develops and promulgates audit policies to be followed by DoD audit organizations, including those that conduct contract audits, internal audits, and internal reviews.

b. Develops methods and procedures for, and conducts oversight and quality assurance reviews of, selected internal and contract audit and review functions and operations, and monitors and evaluates their adherence to auditing standards, policies, and procedures.

c. Coordinates external quality control reviews of audit organizations not affiliated with the DoD to evaluate their adherence to auditing standards, policies, and procedures, including audits performed under the provisions of the Single Audit Act.

CHAPTER 5
ASSISTANT INSPECTOR GENERAL FOR INVESTIGATIONS/
DIRECTOR, DEFENSE CRIMINAL INVESTIGATIVE SERVICE

5.1. Organization



5.2. Mission

- a. Enhances the program integrity and operational efficiency of the DoD through the detection and investigation of fraud in DoD programs.
- b. Conducts overt and covert investigations of suspected criminal violations concerning DoD programs and operations.
- c. Promotes awareness within the DoD components regarding all aspects of fraud impacting on DoD resources and programs.

d. Conducts surveys of DoD programs and operations to assess their vulnerability to fraud and to detect fraud or other criminal activity.

e. Promotes the concept that coordination and cooperation are essential to efficiency and effectiveness.

f. Reviews the operations, policies, procedures, organization, staffing, and management of DoD criminal investigative and law enforcement organizations to determine their efficiency, effectiveness, and adherence to DoD standards, policies, and procedures.

g. Reviews and evaluates DoD standards, policies, and procedures, placing special emphasis on those that affect criminal prosecutions or timely consideration and application of civil, administrative, and contractual remedies.

h. Establishes new or revises existing DoD standards, policies, and procedures to enhance the ability of the DoD to employ its criminal investigative and law enforcement resources and to prevent, detect, and resolve cases of fraud in and against DoD and its programs.

i. Carries out, on behalf of the Inspector General, DoD responsibilities under the DoD Voluntary Disclosure Program and the Program Fraud Civil Remedies Act.

5.3. Assistant Inspector General for Investigations (AIG-INV)/Director, Defense Criminal Investigative Service (DCIS)

a. Directs and coordinates the operations of the organization.

b. Develops annual and long-range plans.

5.4. Deputy AIG-INV/Deputy Director, DCIS

a. Directs and coordinates the investigative and administrative operations of the organization.

b. Investigates allegations of major procurement/contract fraud, corruption, bribery/gratuity, cost mischarging, defective pricing, product substitution, antitrust, major thefts/embezzlement, and other general criminal activities.

c. Maintains liaison activities with the Department of Justice, the military criminal investigative organizations, and other Federal and state law enforcement agencies.

d. Directs activities relating to the preparation of budget submissions and Program Objective Memorandum issues.

e. Provides liaison between the OAIG-INV and the OA&IM for all fiscal, human, and material resources and support required by the headquarters and field offices.

f. Advises management at all levels on administrative and fiscal policies, procedures, and practices.

g. Provides administrative and fiscal support to the headquarters and field offices.

h. Develops administrative and fiscal policies and procedures for use by the headquarters and field offices.

- i. Provides administrative support for the OIG, DoD, Cash Awards Program for disclosures of fraud, waste, abuse, or mismanagement.

5.5. Investigative Operations

- a. Directs and coordinates the operations of this organizational element.
- b. Develops operational policies for use by field offices in conducting criminal investigations.
- c. Conducts detailed operational reviews of each field office on the quality and timeliness of investigations and overall productivity.
- d. Manages the investigative programs.
- e. Provides information to the AIG-INV to ensure full awareness of matters under his or her jurisdiction.

5.6. Financial Crimes/Health Care. Directs, coordinates, and has oversight responsibility for crimes involving cost mischarging, defective pricing, progress payment fraud, and other categories of contract accounting fraud. Also coordinates and has oversight responsibility for the investigation of TRICARE/CHAMPUS provider fraud.

5.7. Product Substitution/Polygraph/Coordination of Remedies. Directs, coordinates, and has oversight responsibility for fraud involving defective and substituted parts, environmental crimes, import/export violations, bid rigging, and fuels related crimes. Has responsibility for the DCIS polygraph program and for coordinating civil remedies with the Military Services.

5.8. Sensitive Operations. Directs, coordinates, and has responsibility for oversight of undercover operations, as well as monitoring bribery, kickback, and other investigations relating to corruption. Provides technical assistance and equipment to field offices for the investigation of criminal activities.

5.9. Computer Crimes. Provides assistance to field offices on computer-related matters and coordinates the seized computer evidence retrieval specialist program, DCIS efforts at the Defense Computer Forensic Laboratory and the Defense Computer Investigations Training Program. Provides investigative support to Defense agencies that are vulnerable to network-based computerized attacks, focusing on agencies that support Defense information infrastructures deemed critical to the national and economic security of the United States.

5.10. Intelligence Liaison. Directs, coordinates, and has oversight responsibility for classified investigations and for liaison in the intelligence arena, such as the National Security Agency, Defense Intelligence Agency, Central Intelligence Agency, and other intelligence organizations.

5.11. Program Review

- a. Directs and coordinates the operations of this organizational element.
- b. Conducts special projects, analyses, reviews, and studies.
- c. Conducts and coordinates evaluations and reviews of field office and headquarters offices.
- d. Implements and coordinates the Internal Management Controls Program.

- e. Conducts or directs internal inquiries or investigations regarding allegations of employee misconduct.

5.12. Information Management and Analysis

- a. Directs and manages the Investigative Data System.
- b. Validates and conducts analyses and studies of ongoing and completed investigations to determine and target trends in investigative activities, assess systemic weaknesses, recommend program changes, and report investigative accomplishments.
- c. Provides liaison between the OAIG-INV and OA&IM for the planning, implementation, and support of information technology requirements.
- d. Establishes and maintains administrative and historical files; inputs and updates investigative entries in the Defense Central Index of Investigations (DCII) system and conducts inquiries for OIG components; establishes and maintains systems of records for the OAIG-INV; and establishes policies for the retirement of investigative records.

5.13. Training, Fitness, and Security

- a. Develops, directs, and coordinates training and career development for criminal investigators and coordinates with the OA&IM all training and career development for other personnel.
- b. Develops, directs, and coordinates the firearms program, physical fitness program, non-lethal arrest techniques program, critical incident stress management program, special agent on-the-job training program, and the DCIS management development program.
- c. Directs the personnel and document security programs within the OAIG-INV.

5.14. DoD Hotline

- a. Administers the DoD Hotline program in accordance with DoD Directive 7050.1, "DoD Hotline."
- . b. Receives, reviews, and evaluates written and oral allegations of fraud, waste, abuse, and mismanagement reported to the DoD Hotline.
- . c. Refers allegations of fraud, waste, abuse, and mismanagement that need further investigation to the proper DoD component.
- . d. Ensures that the confidentiality of the complainant is protected to the maximum extent possible.
- . e. Reviews closing reports from DoD components for accuracy, objectivity, and thoroughness.

5.15. Field Offices

- a. Investigate allegations of major procurement/contract fraud, corruption, bribery/gratuity, cost mischarging, defective pricing, product substitution, antitrust, major thefts/embezzlement, and other general criminal activities.

b. Conduct fraud prevention surveys and present fraud and integrity awareness briefings to personnel in the procurement chain to emphasize the potential for bribery, conflict of interest, and fraud.

5.16. Deputy Assistant Inspector General for Criminal Investigative Policy and Oversight

a. Establishes criminal investigative and law enforcement policy for the Defense Criminal Investigative Organizations (DCIOs) and other DoD law enforcement organizations.

b. Establishes and monitors implementation of, and compliance with, DoD standards, policies, and procedures on criminal investigations and the use of information obtained through investigative activities.

c. Establishes and monitors the implementation of programs that coordinate criminal, civil, contractual, and administrative remedies in fraud cases.

d. Administers the DoD Voluntary Disclosure Program, coordinating all actions involving disclosures, including determinations of acceptance or rejection of disclosures.

e. Reviews and evaluates statutes, rules, regulations, legal decisions, and policy documents for their applicability to criminal investigative and law enforcement policy and uses of investigative work products.

f. Processes cases under the responsibility of the Inspector General, DoD, to act as the investigative official for referrals under the Program Fraud Civil Remedies Act.

g. Plans and conducts functional and management reviews and analysis of DCIOs and law enforcement activities to ensure productivity, adherence to established investigative and prosecutive priorities, case management practices and systems and established policies and procedures.

h. Processes Military Criminal Investigative Organization (MCIO) requests for OIG, DoD, subpoenas and evaluates use of the subpoenas.

i. Reviews ongoing investigations and provides Significant Incident Reports to the Secretary of Defense and the Inspector General, DoD, as appropriate.

j. Establishes and oversees the DoD implementation of the Congressionally mandated, nationwide National Incident Based Reporting System (NIBRS).

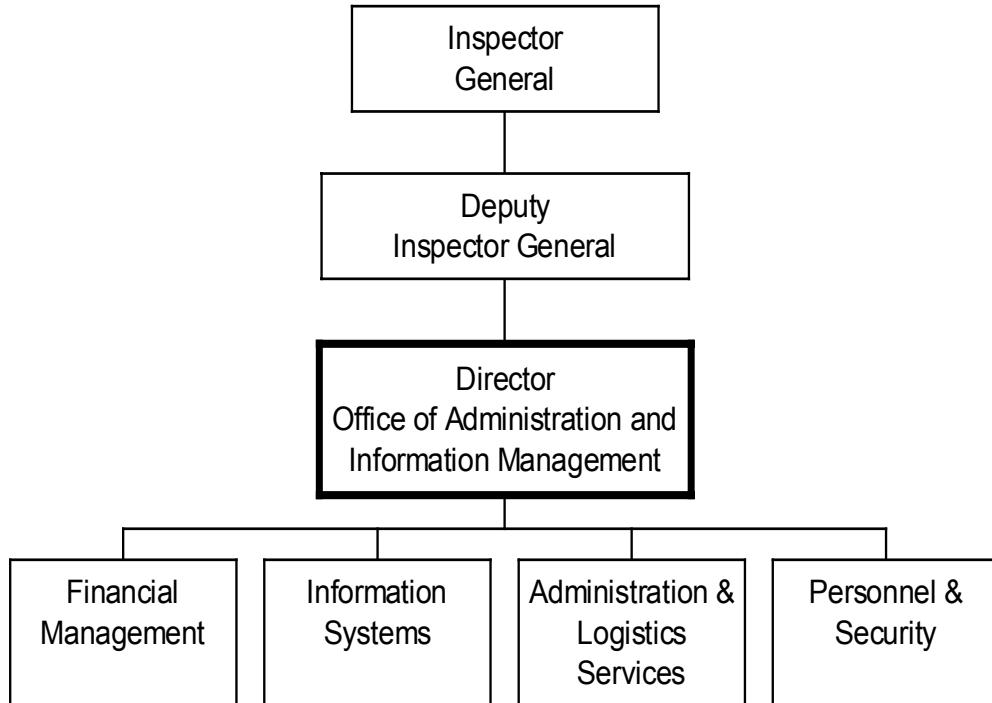
k. Trains investigators, managers, and program personnel to improve the prevention, detection, investigation, and resolution of fraud, waste, abuse, or mismanagement.

l. Prepares publications on fraud, waste, abuse, or mismanagement and presents fraud awareness programs.

m. Maintains effective liaison with the DCIOs, other DoD, Federal, state, local, and foreign law enforcement and prosecutive agencies (particularly the U.S. Department of Justice), as well as non-Government organizations, such as the American Bar Association and the Defense Industry Initiatives.

**CHAPTER 6
DIRECTOR
OFFICE OF ADMINISTRATION
AND INFORMATION MANAGEMENT**

6.1. Organization



6.2. Mission

- a. Serves as the principal assistant and advisor to the Inspector General, Deputy Inspector General, Assistant Inspectors General and Directors on administrative support matters.
- b. Promotes economy and efficiency in the delivery of support needs.
- c. Performs analyses, external coordination and reporting tasks needed to maintain effective relationships with external organizations, the Federal Inspector General community, and senior DoD managers.

6.3. Functions

- a. Assesses the need for and provides administrative support for the OIG, DoD.
- b. Establishes and maintains programs that provide effective support for the OIG, DoD, personnel, security, automated information, financial management, and general support administrative functions.
- c. Supervises the Personnel and Security, Financial Management, Information Systems and Administration and Logistics Services functions.

- d. Oversees the development and implementation of the Mobilization Plan.
- e. Oversees the administration of the Reserve Augmentation Program.
- f. Develops and manages the OA&IM annual and long-range plans and coordinates with other OIG components to prevent plan duplication.
- g. Coordinates the review of DoD directives, instructions, and other policy documents and prepares internal guidance to implement them.
- h. Maintains the OIG, DoD, policy documents and IGDG 5106.1, *Organization and Functions Guide*.
- i. Provides OIG, DoD, manpower analysis services.
- j. Formulates information guidance for Inspector General decisions on resource allocation issues, based on program and budget decisions and input from OIG, DoD, decision makers.
- k. Plans, coordinates, and prepares reports to the Congress, the Office of Management and Budget (OMB) and other required recipients of summary data or highlights of OIG, DoD, operations.
 - l. Provides special analysis services, presentations, and projects, including proactive efforts to foster the prevention of fraud, waste, abuse, and mismanagement in the DoD.
 - m. Ensures that statistical data authorized for release to others are consistent.
 - n. Serves as the OIG, DoD, Freedom of Information Act (FOIA) appellate authority.

6.4. Personnel and Security

- a. Directs the formulation of personnel management and security policies and procedures.
- b. Provides advice to management officials on security and personnel management policies, principles, and programs.
- c. Implements and administers all programs pertaining to personnel, information, physical, and computer security, as required by Executive Order and the Secretary of Defense.
- d. Provides advice, guidance, and administrative support to the Executive Resources and Senior Executive Service (SES) Performance Review Boards on the SES personnel program and its support activities, i.e., classification, staffing, candidate selection, resources allocation, and the Performance Appraisal and Recognition System.
- e. Provides position classification service and position management advice and counseling for all OIG, DoD, civilian positions.
- f. Provides advice and service related to civilian personnel staffing matters, such as recruitment, assignment, merit promotion, priority placement, consultant services, special employment programs, reductions-in-force, transfer of functions, and separations.
- g. Administers and manages the OIG, DoD, employee career development and training programs and provides advice and assistance on executive, management, and professional development.

h. Provides advice and assistance on management-employee relations activities, such as appeals, grievances, disciplinary and adverse actions, leave administration, employee performance appraisals, and injury compensation.

i. Coordinates and provides advice and guidance regarding the activities related to affirmative recruitment programs.

j. Manages and oversees the official civilian personnel policy and regulatory library.

6.5. Financial Management

- a. Develops the OIG, DoD, budget for submission to the Secretary of Defense.
- b. Prepares the Program Objective Memorandum for submission to the Secretary of Defense.
- c. Prepares the Future-Years Defense Program updates for submission to the OSD (Comptroller) Program Analysis and Evaluation.
- d. Prepares OIG, DoD, budget justification in response to congressional and other inquiries.
- e. Manages budget execution to ensure optimum use of available funds through issuance of funding targets, processing financial commitment and obligation documents, monitoring execution against plan, and reprogramming funds.
- f. Manages the OIG, DoD, centralized checking account and Metro fare card distribution.
- g. Coordinates and recommends action on interagency agreements to provide services to OIG, DoD, operations.
- h. Manages and maintains all OIG, DoD, travel and transportation services related to temporary duty (TDY) and permanent change of station (PCS) travel.

6.6. Information Systems

- a. Develops and implements a strategic Five-Year Information Technology Plan.
- b. Develops and implements information technology policies, standards, and guidelines.
- c. Manages information technology acquisitions, system design, development, and support.
- d. Maintains information databases to meet regular and special reporting requirements.
- e. Maintains a Help Desk to provide customer support on hardware, software, and network issues.
- f. Maintains the OIG, DoD, Local and Wide Area Networks.
- g. Provides comprehensive telecommunications support.
- h. Manages overall responsibility for the OIG, DoD, Internet and Intranet sites.

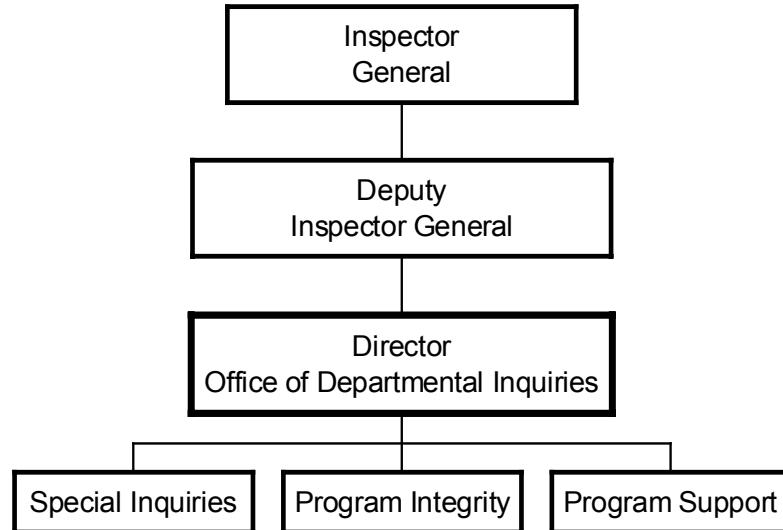
- i. Manages information technology security to include the OIG, DoD, antivirus and intrusion detection programs.

6.7. Administration and Logistics Services

- a. Reviews and analyzes departmental and OIG, DoD, policies, directives, instructions, regulations, procedures, and guidelines and coordinates, develops comments, and recommends positions for the Inspector General's recommendation to the Secretary of Defense or other officials.
- b. Maintains the OIG, DoD, *Organization and Functions Guide* and OIG, DoD, policies.
- c. Manages and maintains the Records and Correspondence Management Programs.
- d. Manages and maintains the Forms, Publications and Distribution Management Programs.
- e. Manages and maintains the editorial support function and provides editorial services, such as reviews, preparation of articles, and related requirements.
- f. Prepares internal guidance to implement DoD directives, instructions, and other policy issuances.
- g. Develops and implements policies and procedures for OIG, DoD-wide management support functions.
- h. Reviews and analyzes requests for procurement, maintains a procurement tracking system, and related inventory systems.
 - i. Maintains the automated procurement system.
 - j. Manages and maintains the centralized supply room, warehouse, and the accountable property inventory system.
 - k. Manages and maintains the OIG, DoD, mailroom.
- l. Develops, manages, coordinates, and controls requirements for all OIG, DoD, facilities and space.
- m. Prepares and disseminates the *Semiannual Report to the Congress*.
- n. Manages the Freedom of Information/Privacy Act programs for the OIG, DoD.
- o. Acts as the initial denial authority for Freedom of Information Act requests.

**CHAPTER 7
DIRECTOR
OFFICE OF DEPARTMENTAL INQUIRIES**

7.1. Organization



7.2. Mission

- a. Provides a means for DoD personnel and the public to report, without fear of reprisal, instances of fraud, waste, abuse, and mismanagement in DoD programs and operations.
- b. Provides a special inquiry capability to inquire into alleged mismanagement and whistleblower reprisal.
- c. Conducts or reviews all investigations pertaining to senior officials of the DoD.

7.3. Functions

- a. Serves as the authority on special inquiries and program integrity.
- b. Advises the Inspector General and the Deputy Inspector General on special inquiries, program integrity, and DoD Hotline matters; matters relating to the prevention and detection of fraud, waste, abuse, and mismanagement; and matters relating to promoting economy and efficiency in the administration of DoD programs.
- c. Reviews allegations and other correspondence to ensure that the affected DoD component takes appropriate action.
- d. Provides oversight of selected, ongoing investigations by the Military Services and Defense Agencies.
- e. Develops the general investigations function and coordinates long-range plans with the OIG components to prevent duplication.

f. Serves as the Deputy Designated Agency Ethics Official.

7.4. Special Inquiries

- a. Investigates allegations of administrative improprieties in all areas of DoD programs and operations.
- b. Investigates and performs oversight on allegations of reprisal against military members, Defense contractor employees, and nonappropriated fund employees.
- c. Investigates or oversees allegations that military members were referred for mental health evaluations without being afforded the rights prescribed in DoD Directive 6490.1, "Mental Health Evaluations of Members of the Armed Forces."

7.5. Program Integrity

- a. Assigns investigative responsibility for all allegations of mismanagement or abuse of office lodged against senior military and civilian officials of the DoD.
- b. Conducts administrative inquiries into selected allegations implicating senior military and civilian officials within the DoD.
- c. Monitors and reviews administrative inquiries conducted by other DoD components involving senior officials of those components.
- d. Maintains records concerning all administrative inquiries into allegations involving senior officials and conducts records checks as requested to provide individual results of those inquiries.

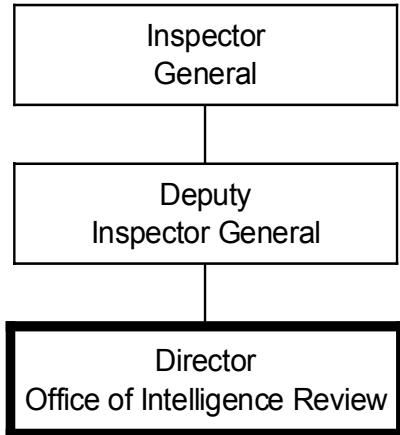
7.6. Program Support

- a. Provides administrative support to the Office of Departmental Inquiries, including, but not limited to, case management, budget, equipment, space, telecommunications, computer support, transcription services, training, and personnel issues.
- b. Coordinates the efforts of the Office of Departmental Inquiries on the OIG, DoD, Semiannual Report to the Congress and other periodic reports, as well as handling internal management control matters.
- c. Maintains Program Integrity and Special Inquiries closed case files and the main computerized case management tracking system. This includes evidence custody and control and responding to requests for information about Office of Departmental Inquiries cases from managers and a variety of outside sources, including complainants, Military Service Inspectors General, other law enforcement agencies, and the Freedom of Information Act staff.

CHAPTER 8

DIRECTOR, OFFICE OF INTELLIGENCE REVIEW

8.1. Organization



8.2. Mission. Evaluate, monitor, and review the programs, policies, procedures, and function of the intelligence community within the DoD, ensuring intelligence resources are properly managed. Acts as the primary point of contact within the OIG, DoD, for intelligence matters and is the principle liaison with the intelligence community inspectors general.

8.3. Functions

- a. Plans and performs evaluations of DoD intelligence missions, programs, functions, organizations, systems, or operations.
- b. Advises the Inspector General on evaluations and the use of evaluation techniques to improve the management of DoD intelligence activities, organizations and functions, detection of deviations from public law and DoD policy, and promotion of economy and efficiency in the administration of DoD intelligence activities, organizations, and programs.
- c. Represents the Inspector General on intelligence matters and coordinates intelligence issues between the OIG, DoD, Military Departments, Unified Commands, Defense Agencies, and other Government and non-governmental entities.
- d. Develops and manages annual and long-range intelligence evaluation programs; coordinates with other OIG components and the Military Departments and Defense Agency Inspectors General to prevent evaluation plan duplication; and identifies subjects for DoD-wide intelligence evaluations or joint reviews.
- e. Responsible for the coordination of the Intelligence Community Inspectors General Forum on behalf of the Secretary of Defense. Provides a periodic forum for discussing intelligence community issues and coordinating action on requests for audits, inspections, and evaluations from the intelligence community, the Congress, and other Federal entities.
- f. Responsible for the coordination of the Joint Intelligence Oversight Coordination Group (JIOCG) on behalf of the Inspector General. Acts as intelligence issue area coordinator for the oversight of intelligence audits and evaluations to eliminate redundancy, identify shortfalls in

intelligence oversight, and increase awareness of leadership guidance by non-statutory inspectors general.

g. Responsible for conducting, in coordination with the Assistant Inspector General for Auditing and the AIG-INV, quality control reviews of the inspectors general of the Defense intelligence agencies to evaluate their adherence to standards, policies, and procedures.